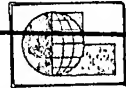SECRET

09 OCT 1984

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Weekly Report

FROM: James H. McDonald Acting Deputy Director for Administration	EXTENSION	NO.
25X1		DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/Communications 25X1				
2. D/Data Processing 2D0105 Hqs				*AEO* *W* *EO* *M* *DD/L* *W* *D/L* *Du* *Marie*
3. D/Finance 616 Key				
4. D/Information Services 1206 Ames				
5. D/Logistics 25X1				
6. D/Medical Services 1D4040 Hqs				
7. D/Personnel 25X1				
8. D/Security 25X1				
9. D/Training and Education 936 CoC				
25X1 10. OLL (7B24 Hqs				
11. C/Safety Staff 25X1				
12. SSA/DDA				
13. CMS/DDA				
14. EEO/DDA				
15. MS/DDA				

SECRET

GPO : 1983 0 - 411-632

S E C R E T

DDA 84-0046/39
5 October 1984

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: James H. McDonald
                  Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 5 October 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

    None.

2. Items/events of interest:

    a. The Decision Support and Information System for Terrorism (DESIST) hardware has been installed in the Northside Computer Center. All Office of Data Processing DESIST development terminals have been installed and connected.

    b. The Office of Medical Services has completed implementation of Phase I of "Operation Uplift," an automated system in support of medical chart handling and patient scheduling procedures. Implementation of Phase I has resulted in a 69 percent decrease in necessary medical chart pulls during the past week.

    c. The most recent graduating class from the Communications School was the first to use state-of-the-art cryptographic and message processing equipment during its comprehensive exercises since the Office of Communications' Capitalization efforts began in 1983. We envision that by January 1985, all training will be conducted on Capitalization equipment.
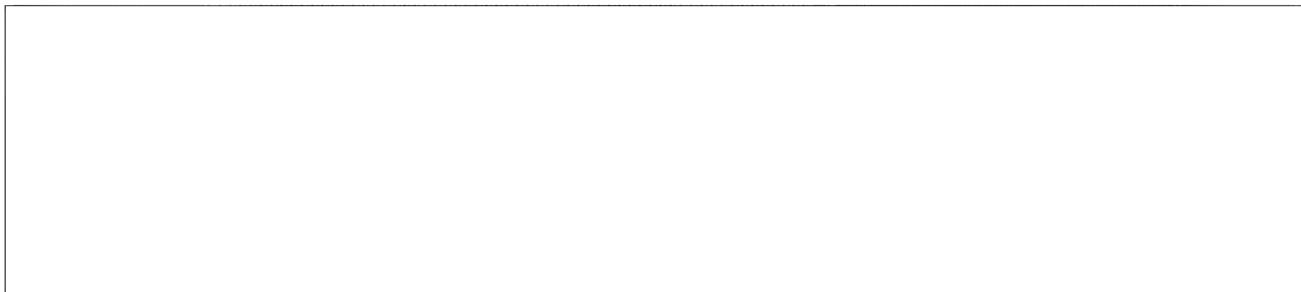
25X1

    e. The Government Employees' Health Association (GEHA) met on 24 September to discuss the financial position of the United Benefit Life Insurance Company (UBLIC). A very favorable financial status was indicated, and several options for enhancing present policyholders' coverages were suggested. Significant positive changes will be forthcoming in the near future.
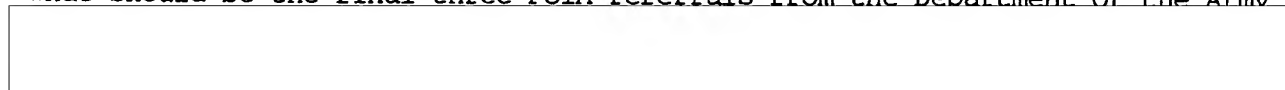
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S E C R E T

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g. An additional Office of Training and Education classroom in the Chamber of Commerce Building has been equipped with 15 Delta Data terminals and access to the Virtual Machine (VM). This classroom is part of the overall communications upgrade project for Chamber of Commerce which is nearing completion.

h. Fifteen DI analysts are enrolled in the Military Analysis Course on 30 September. The Course, which runs until 9 November, is designed to give new military analysts—particularly those working on the Third World—an exposure to force operations and military analysis. The Course will include field trips to appropriate military facilities and a variety of class exercises illustrating different aspects of military analysis.

i. The Office of Information Services (OIS) has completed processing what should be the final three FOIA referrals from the Department of the Army

l. On 28 September, a contract was signed with Burns Security Service to provide security for the garages at Key, Ames and Chamber of Commerce Buildings; the guards reported to work on 1 October.

2

S E C R E T

n. On 1 October, the Agency's Security Protective Officers assumed responsibility from the Federal Protective Service for all Headquarters Building posts with the exception of the DCI garage tunnel.

3. Significant activities anticipated during the coming week:

The Acting DDA will have the DDA budget hearings 9 - 10 October with ICS/OMB.

25X1

James H. McDonald

3

S E C R E T

25X1   ORIG:EO/DDA

Distribution:
    O - DCI
    1 - DDCI
    1 - ExDir
    1 - DDA Subj
25X1   1 - OLL
    1 - Ea. DA OD
    1 - SSA/DDA
    1 - DDA/CMS
    1 - DDA/SS
    1 - DDA/MS
    1 - EEO/DDA
    1 - HEF Chrono
    1 - EO/DDA Subj

S E C R E T